

The WiTS Proactive Workforce Action Deadline Report



The **Proactive Workforce Action Deadline Report** is intended to assist HR staff and IC business partners in proactive workforce management by displaying a number of **upcoming due dates and not-to-exceed dates for NIH employees**, and should be used by IC and HR staff to stay aware of time-sensitive dates that may require their action.

Capital HR and nVision are the sources of the data in this WiTS report, and the data is no more than two pay periods behind the date the report is generated. The report displays (where applicable) upcoming:

Proactive Workforce Action Deadline Report

IC: Admin Code (Begins With): Date Range: Within 60 Days Run Date: Wednesday, October 12, 2016 12:47 PM

The Proactive Workforce Action Deadline Report assists in workforce management by displaying upcoming due dates and not-to-exceed dates for employees.

	Count	Upcoming within 30 Days
# of Within Grade Increases	7	4
# of Appointment Probationary Periods	0	0
# of Supervisory Probationary Periods	1	0
# of SES Trial Periods	0	0
# of Employment Not-to-Exceed Dates	0	0
# of Leave Without Pay Not-to-Exceed Dates	0	0
# of Temporary Promotion Not-to-Exceed Dates	2	0
# of Retention Expiration Dates	0	0
# of PCA Expiration Dates		

- Within Grade Increase (WGI) Due Dates: The date an employee's current level of performance meets the required level of performance and meet the required level of performance.
- Appointment Probationary Date: The date an employee's appointment probationary period begins.
- Supervisory Probationary Date: The date an employee's supervisory probationary period begins.
- SES Trial Period Date: The date an employee's Senior Executive Service (SES) trial period begins.
- Employment Not-to-Exceed Date: The date an employee's employment not-to-exceed date begins.
- Leave Without Pay (LWOP) Not-to-Exceed Date: The date an employee's leave without pay (LWOP) not-to-exceed date begins.
- Temporary Promotion Not-to-Exceed Date: The date an employee's temporary promotion not-to-exceed date begins.
- Retention Expiration Date: The date an employee's retention expiration date begins.
- PCA Expiration Date: The date an employee's Physician's Comparability Allowance (PCA) end date begins.

Proactive Workforce Action Deadline Report

IC: Admin Code (Begins With): Date Range: Within 90 Days Run Date: Monday, August 22, 2016 5:00 AM

IC	Admin Code	Employee Name	Position Title	Pay Basis	Adjusted Basic Pay*	CAN	Appt. Probation Date	Supvy. Probation Date	SES Trial Period Date	WGI Due Date	Last Equivalent Increase	WGI Status**	LWOP NTE Date	Temp Promotion NTE Date	Appt. NTE Date
OD - OHR	HR1AM425		HR Specialist (Info Sys) GS-0201-13-3	Per Annum	\$98,289.00	68377039				09/18/2016	09/20/2015	Approved			
OD - OHR	HR1AM425		HR Specialist (Info Sys) GS-0201-11-1	Per Annum	\$64,650.00	68377039				09/18/2016	09/20/2015	Approved			

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Here's an **example** of a subscription:

Send me the: Proactive Workforce Action Deadline Report

Generated with these parameters:

- IC/Admin Code
- Dates upcoming within: 45, 60, 90, 120, or 180 days

In this format: PDF **Every:** Month, on the first business day **At:** 8:00am

To my e-mail box at: youremail@mail.nih.gov

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